

U.S. GOVERNMENT PRINTING OFFICE
New Orleans, Louisiana

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Books, Pamphlets and Flat Sheet Forms

as requisitioned from the U.S. Government Printing Office (GPO) by the

Document Automation & Production Service
Pensacola, FL

Single Award in each of 2 Categories

CONTRACT TERM: The term of this contract is for the period beginning Date of Award and ending October 31, 2005.

BID OPENING DATE: Bids shall be publicly opened at 11 a.m., prevailing New Orleans, Louisiana time, on November 4, 2004, at 423 Canal Street, Room 310, New Orleans, Louisiana, 70130.

BIDDERS, PLEASE NOTE: This contract is NEW, and there is no prior procurement history available; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Reports of Fraud, Waste, and Abuse can be made in strict confidence to the GPO Inspector General toll-free National Hotline 1-800-743-7574.

For information of a technical nature call Mr. G.J. Finnegan at (504) 589-2538.
(No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed 3 years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that, in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food, Seasonally Adjusted," published monthly in the CPI Detailed Report by the Department of Labor, Bureau of Labor Statistics, in the following manner:

(1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index For All Urban Consumers - Commodities Less Food (seasonally adjusted) as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first period of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.

(2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials.

Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber". However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

This means production by any means as long as Quality Level III is maintained.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Furnished Negatives or OK Proofs
P-8. Halftone Match (Single and Double Impression)	Furnished Negatives or OK Proofs
P-9. Solid and Screen Tint Color Match	Pantone Color Match or OK Proofs
P-10. Process Color Match	OK Proofs

NOTE: American National Standards Institute (ANSI) standards. ANSI standards cited in this part are available from the American National Standards Institute, 11 West 42nd St., New York, NY 10036 or from their web site: <http://web.ansi.org/default.htm>

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

POSTAWARD CONFERENCE: The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the Document Automation & Production Service, Pensacola, Florida, immediately after award.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Office of Financial Management, U.S. Government Printing Office, Washington, D.C. 20401.

PAYMENT BY ELECTRONIC FUNDS TRANSFER (EFT): Public Law 104-134 of April 26, 1996, requires that Federal agencies convert from making payment by check to paying by electronic funds transfer (EFT). Accordingly, the U.S. Government Printing Office (GPO) intends to issue payment by EFT under any contract or purchase order resulting from this solicitation, unless a contractor certifies that it does not have an account with a financial institution or authorized payment agent.

Contractors who do not have an account with a financial institution or authorized payment agent must certify this in writing to the Public Printer of the United States, and submit this statement to the attention of the Assistant Comptroller at the address below. In accordance with Public Law 104-134, these certifications will automatically terminate on January 1, 1999, after which time all contractors will be paid through EFT.

To arrange for EFT payment, contractors must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401. SF-3881 is available by calling 202-512-0800 or toll free 1-800-245-5476 or by fax request to 202-512-1410. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **Date of Award** through **October 31, 2005**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

DELIVERY / SHIPPING STATUS INFORMATION: The contractor is to use the GPO furnished form to report the delivery/shipping status on each order. The form is to be reproduced as needed by the contractor. This information **MUST BE FURNISHED** to GPO – New Orleans on each order. The information as contained on this form is to be faxed to (504) 589-2542 or 589-3013 or called to (504) 589-2538. **NO COLLECT CALLS.**

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of books, pamphlets and flat sheet forms in 2 categories requiring such operations as copy pick up, film making, proofing, printing, binding, packing and distribution.

TITLE: Books, Pamphlets and Flat Sheet Forms

FREQUENCY OF ORDERS:

Category 1: Books and Pamphlets approximately 30 orders may be placed per year.

Category 2: Flat Sheet Forms approximately 50 orders may be placed per year.

QUANTITY: Category 1: Approximately 10 to 1,000 copies per order with an average of 400 copies per order.
Category 2: Approximately 100 to 30,000 copies per order with an average of 2,300 copies per.

NUMBER OF PAGES: Category 1: Approximately 4 to 150 pages per order with an average of 16 (including covers).

Category 2: Face and back or face only, as ordered.

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification, **including album style**, as follows:

- (1) Format "A" will include any trim size up to and including 8½ x 11 inches.
- (2) Format "B" will include any trim size over 8½ x 11" up to and including 8½ x 14 inches.
- (3) Format "C" will include any trim size over 8½ x 14 inches up to and including 22 x 17 inches.

It is anticipated that approximately 50% of the total orders will be for Format "A", approximately 25% of the total orders for Format "B", and approximately 25% of the total orders for Format "C".

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the Contracting Officer.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

Scans and graphics placed within the layout files are for position only.

GOVERNMENT TO FURNISH: Electronic Media – platform – either Mac or PC; storage media – 3.5” floppy or zip drive; software – PageMaker or QuarkXpress; a visual of the furnished electronic files may be provided.

Additional Information: Photos/illustrations may be submitted as camera copy.

Files will be furnished in PostScript format. PostScript files will be created using a MAC System or DOS/Windows 95, 95, ME, 2000 or XP platform.

NOTE: Fonts as furnished may include Zaph Dingbats and Carts. The ordering agency will provide a visual to proof against.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

GPO Form 952 (Desktop Publishing - Disk Information).

GPO Form 2511 (Print Order).

Camera copy consisting of text matter, photos (black and white and/or color) and illustrations which will require reproduction at various focuses.

NOTE: Some furnished photos may be previously printed halftones; the contractor is to take care that an objectionable moiré will not be produced.

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried in the electronic files or camera copy, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

NOTE: The contractor is required to support any and all upgrades of application software within one month of notification by the ordering agency.

COMPOSITION: An occasional order may require typesetting by the contractor. Composition output must be laser imaged (600 dpi or finer). The amount of typesetting shall fall into two categories as follows:

MINOR – Corrections to revision dates, mailing addresses, or other minor changes that amount to no more than 10 type lines per order.

MAJOR – In excess of 10 type lines up to and including an image of 5½ x 8½ inches and may require the picking up of one to four logos.

The type size and style will be mutually agreed to at the time of placement of the order.

NOTE: The contractor is required to provide specimens of each type face available for use on this contract at the time of the Post Award Conference with the Government.

FILMS: When ordered on the print order, the contractor must make all films required. All halftones are to be 150-line screen or finer.

The contractor must make all enlargements or reductions as required.

Films must be composited one piece for each color with all elements in proper position. Each film must contain at least 3 register marks composited (not stripped) for each color; the register marks must be positioned on opposite sides of the image. Films must have a minimum ½ inch working margin on all (4) sides of the image.

Cover or text page films must be furnished as single-page, companion-page or two pair of companion-page units.

Reflective/transparent originals – All halftones and 4-color process separations may be produced through photomechanical means or through high-end scanners capable of the equivalent of 200-line screen resolution, and ore to be 150 line screen or finer.

Electronic media – All line and screened film negatives required including replacement of low resolution line or halftone illustrations with scanned in high resolution images.

NOTE: Contractor has the option of outputting direct to plate. When this method is chosen, the contractor is prohibited from charging for negatives.

The films delivered to the department must be of suitable stable base material. The internal spacing and line weights of the image must be exactly the same as the finished product, without any built-in adjustments peculiar to the contractor's method of production.



Where electronic media is provided, the contractor must generate images equivalent to 2400 dpi for text and 150-line or finer screens for all illustrations.

When a screen value is not indicated on the print order or any accompanying documentation, the contractor is required to produce the illustration at 150-line screen or finer .

PROOFS: The proofs must have all elements in their proper position.

3 set(s) of one-piece laminated color proofs, 2 sets to the ordering agency and 1 set to GPO New Orleans. At contractor's option, digital color proofs (Kodak Approval, Screen TrueRite, or similar) with a minimum resolution of 1800 dpi may be furnished. Proofs will be used for color match on the press.

These proofs must have all elements in proper position. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

An equivalent digital proof may be considered. If a digital proof is proposed, each bidder shall list in the bid the make and model number of the proofing device.

The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

NOTE: Contractor is responsible for the pickup and delivery of all proofs.

The contractor will be responsible for performing all necessary proofreading to insure that the proofs are in conformity with the copy submitted.

Proofs must be clean on white paper, free of ink smudges, with all images clearly legible. All proofs must be collated in sets, numbered sequentially, and have a 25 mm (one-inch) clear margin on all sides. Proofs must be identified with the jacket number, program number, print order number, and proof date, at least 13 mm (½ inch) from the type area. The contractor's firm name must not appear on any proofs.

Psychological Reference Colors: These are the colors seen regularly that we tend to remember the best. Research has shown that people tend to agree on the appearance of these colors--blue sky, green grass, red apples, and human flesh are examples. Images having these psychological colors must be reproduced as faithfully as possible. Our experience has shown these areas attract the most attention.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing: such operations must be accomplished within the original production schedule allotted in the specifications.

Submit proofs together with the furnished media (copy/transparencies/electronic files) to the address as listed on the individual print order.

The contractor must not print prior to receipt of an "OK to print."

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP color sample(s) and/or Pantone number(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s) and/or Pantone number(s) specified.

The paper to be used will be indicated on each print order.

All cover paper must have the grain parallel to the spine.

All paper used in each copy must be of a uniform shade.

Both categories: White and Colored Offset Book, basis weight: 50 and/or 60 lbs. per 500 sheets, 25 x 38 inches, equal to JCP Code A60.

White Litho (Gloss) Coated Book, basis weight: 60 lbs. per 500 sheets, 25 x 38 inches.

White No. 2 Coated Text, Gloss-Finish, basis weight: 70 lbs. per 500 sheets, 25 x 38 inches, equal to JCP Code A181.

White 25% Bond (Archival Quality), basis weight: 20 lbs. per 500 sheets, 17 x 22 inches, equal to JCP Code G40.

White and Colored Artificial Parchment, basis weight: 60 lbs. per 500 sheets, 17 x 22 inches.

White and Colored Index, basis weight: 110 lbs. per 500 sheets, 25½ x 30½ inches, equal to JCP Code K10.

White and Colored Laid-Finish Book, basis weight: 65 lbs. per 500 sheets, 20 x 26 inches, equal to JCP Code L40.

White and Colored Vellum-Bristol Cover, basis weight: 67 lbs. per 500 sheets, 22½ x 28½ inches, equal to Exact Vellum Bristol Cover.

White No. 2 Coated Cover, Gloss-Finish, basis weight: 80 lbs. per 500 sheets, 20 x 26 inches, equal to JCP Code L12.

Category 2 Only: White and Colored Chemical Transfer Bond, CB, basis weight: 13-15 lbs. per 500 sheets, 17 x 22 inches. If the paper supplied has a basis weight of 15 lbs. per 500 sheets, 17 x 22 inches, then the paper must conform to all specifications contained in JCP Code O-80.

White and Colored Chemical Transfer Bond, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22 inches. If the paper supplied has a basis weight of 14.5 lbs. per 500 sheets, 17 x 22 inches, then the paper must conform to all specifications contained in JCP Code O-80.

White and Colored Chemical Transfer Bond, CF, basis weight: 13-15 lbs. per 500 sheets, 17 x 22 inches. If the paper supplied has a basis weight of 15 lbs. per 500 sheets, 17 x 22 inches, then the paper must conform to all specifications contained in JCP Code O-80.

NOTE: Commercially available carbonless stock that have been found to meet Government test requirements include: Micron II, NCR blue or black print, 3M Type 200, Trans/right, and Nashua Carbonless paper. The stock must be suitably sized for writing on with ink without feathering. Entries made by ball point pen shall be clear cut and free from excessive feathering.

PRINTING: Clear, sharp printing is required.

Category 1: Print face only or head-to-head in black or as indicated (including 4-color process) on the print order.

Category 2: Print face only or face and back, or print head-to-head or head-to-foot or head-to-side in black and/or an additional color of ink as indicated on the individual print order.

➡ **NOTE:** Forms printed on carbonless may be single sheet forms or may be multiple set forms.

INK: The bidder is cautioned to review Contract Terms (GPO Pub. 310.2), Supplemental Specifications, page 7, paragraph 1.

COPYING/DUPLICATING: Copying/duplicating is authorized as long as all quality requirements are maintained. Further, color copying is also authorized on only the white stocks as listed.

MARGINS: Margins will be as indicated on the print order or furnished copy. Pages may bleed one or more sides and print to the bind.

All forms must register.

Contractor to determine spine thickness and adjust backstrip, if necessary. Type must center on width of backstrip.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Trim four sides (looseleaf).

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Side-wire stitch in two places and trim four sides or stitch 1ULC.

Perfect-bind text and wraparound cover; trim three sides.

Punch suitably for plastic comb binding (GBC or equal) with suitable sized combs.

Additional folding of a publication for mailing, with mailer out, may be required. The product must meet all the requirements of the USPS Postal Regulations.

Score and/or perforate with slit or slot perforations, without ink, along the entire dimension as indicated on the print order. No more than 3 score/perforations will be required per leaf.

Fold flat sheets with parallel, on occasion an angle fold as indicated on the individual print order.

Pad in units of 50 or 100 leaves as indicated on the individual print order.. Adhesive must provide sufficient strength to guarantee parts will remain together after separation from the pad under normal handling and storage but permit ready separation of parts without damage to the parts. Back with 0.51 mm (0.020 inch) chipboard, newsboard, or equal.

Construction of Carbonless Edge Glued sets: Adhesive must provide sufficient strength to guarantee parts will remain together after separation from the pad under normal handling and storage but permit ready separation of parts without damage to the parts. Back with 0.51 mm (0.020 inch) chipboard, newsboard, or equal.

Drill with one to seven (1/4 to 3/8 inch) holes as indicated on the individual print order.

PACKING: Wrap (kraft paper or shrink-film) as noted on the individual print order.

If an individual print order contains multiple items, they are to be wrapped separately.

Individual orders may require shrink film; inserting into Kraft envelopes, cushioned shipping bags; bundles or cartons.

Bulk Deliveries: Pack in shipping containers. Each shipping container must not exceed 40 pounds when fully packed.

Mailed Shipments: Insert single or multiple copies (up to 200 leaves) into kraft envelopes.

NOTE: Some single copies may be required to be mailed as self mailers.

Quantities over 200 leaves, up to and including 36 pounds, must be inserted into cushioned shipping bags or wrapped in shipping bundles (maximum gross weight 40 pounds).

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split when processed through the U.S. mail system or a small package carrier delivery system.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Affix a label to the back of each copy mailed singly as self-mailers and to each unit of mail packaged in kraft envelopes, cushioned shipping bags, shipping bundles and containers.

DISTRIBUTION: Deliver f.o.b. destination to various military bases located within the states of Arkansas, Florida or Louisiana or in the case of mailing f.o.b. to the USPS facility.

In addition to the above, some orders may require the contractor to deliver f.o.b. destination to the following:

Library of Congress, Anglo-American Acquisitions Division, Government Documents Section, 101 Independence Avenue SE, Washington, DC 20540-4172, (Marked File Copies) – quantity will be noted on the individual print order.

U.S. Government Printing Office, Depository Receiving Section, Marked (Depository Copies) M/F Item number, Jackson Alley, Room A-150, Washington, DC 20401 - quantity will be noted on the individual print order.

NOTE: For all mailed copies, the date indicated on the print order is the date these copies are to be deposited with the United States Postal Service. The contractor is required to provide a copy of the USPS receipt showing the program number, print order number and the date accepted by the USPS. **The contractor MUST furnish, via fax, a copy of this form to GPO New Orleans not later than the close of business the day following the mailing.**

The contractor is required to obtain the best postage rate for each mailing, then apply the postage on each bundle/container when "Postage and Fees Paid" indicia **IS NOT FURNISHED.** All mailed copies MUST be in accordance with the USPS Domestic Mail Manual.

Certificate of Conformance: When using Permit Imprint Mail the contractor must complete GPO Form 712 - Certificate of Conformance (Rev. 2-91), supplied by GPO and the appropriate mailing statement or statements, supplied by USPS.

NOTE: A copy of GPO Form 712 MUST be furnished, via fax, to GPO New Orleans at the same time as the USPS receipt noted above.

INSIDE DELIVERY: Inside delivery to room number specified is required.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

These copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

These samples cannot be deducted from the total quantity ordered. The package or envelope containing the samples shall be identified by the GPO jacket number. The contractor will comply with the shipping schedule regardless of this requirement and will be notified of the test results only if there are deficiencies.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 – 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

INSPECTION SAMPLES: 2 samples, as soon as completed, shall be sent for inspection to the U.S. Government Printing Office, Satellite Printing Procurement Office, U.S. Customs Building, Room 310, 423 Canal Street, New Orleans, LA 70130-2352, Attn: Inspection Samples.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from the Document Automation & Production Service, Pensacola, Florida and delivered to the address as noted on the individual print order within the states of Florida, Louisiana and/or Arkansas.

NOTE: If the contractor uses an agent/courier for the pickup of the Government Furnished Material and print order, an adequate supply of completed airbills/manifests must be supplied to the ordering agency. Airbills/manifests are to list your firm as both the shipper (origin) and receiver (consignee) and shall be delivered to the ordering agency prior to the first scheduled print order. The Government will not be responsible for this service; the cost of this must be contained in your firm's bid.

The following schedule begins the workday of notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

No specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs if contractor's errors are judged serious enough to require them. Proofs will be withheld no more than 1 workday(s) from their receipt at the ordering agency to their availability for pickup by the contractor.

NOTE: For those orders not requiring proofs, complete production and delivery will be required within 2 to 10 workdays.

It is anticipated that less than 5% of the orders will require less than a 3 day turnaround.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified for bulk deliveries and to the USPS for all mailed quantities.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

RECEIPT FOR DELIVERY: The contractor must furnish their own receipts for delivery. These receipts must include the GPO jacket, program and print order numbers; total quantity delivered, number of cartons and quantity per carton; date of delivery made; and signature of the Government agent accepting delivery. **The contractor must be able to produce a separate signed receipt for these products at any time during the contract.** The original copy of this receipt must accompany the contractor's voucher for payment.

RETURN OF GOVERNMENT FURNISHED PROPERTY: The contractor must return all Government Furnished Material (GFM) together with one printed sample of the job to the address as listed on the print order within 10 workdays from delivery. All negatives **MUST** be deflated and in page sequence.

These products must be separately packaged, clearly identified, and delivered with the entire job. **The contractor must be able to produce a separate signed receipt for these materials at any time during the contract.**

All expenses incidental to returning GFM and furnishing sample copies must be borne by the contractor.

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce the orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered like period of time.

Category 1					Category 2							
I.	(a)	5				I.	(a)	15				
	(b)	2					(b)	15				
II.	(1)	(2)			II.	(1)	(2)	(3)	(4)	(5)	(6)	
(a)	272	9			(a)	24	8	3	55	18	7	
(b)	8	5			(b)	10	4	1	23	9	2	
(c)	30	12			(c)	9	7	2	21	16	5	
(d)	35	20										
III.	(a)	35				III.	(1)	(2)	(3)			
	(b)	47					(a)	78	28	9		
IV.	(1)	(2)	(3)	(4)	IV.	(a)	5					
(a)	192	64	738	256		(b)	11					
(b)	32	48	128	192		(c)	1,000					
(c)	16	16	64	64		(d)	7					
(d)	XXX	XXX	320	64		(e)	8					
(e)	XXX	XXX	128	64		(f)	825					
(f)	9											
(g)	10											
(h)	6											
(i)	5											
(j)	5											
(k)	5											
V.	(1)	(2)										
(a)	56	24										
(b)	24	16										
(c)	384	160										
(d)	160	64										
(e)	16	8										
(f)	8	8										
(g)	160	96										
VI.	(a)	2,000										
	(b)	750										
	(c)	500										

GPO Form 910

U.S. GOVERNMENT PRINTING OFFICE
Printing Procurement Department
BID

All bids are subject to: (i) GPO Contract Terms (Pub. 310.2); (ii) representations and certifications (on reverse) which are enclosed or incorporated herein by reference. Check or complete all applicable boxes of representations and certifications printed on reverse of this form. Also representations and certifications in GPO Contract terms (pub. 310.2). Attach all required certifications to this bid form.

Shipment(s) will be made from: City: _____, State _____

(The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown in the address block and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred.)

PROGRAM NO. _____ (BIDDER TO ATTACH SCHEDULE OF PRICES TO THIS BID FORM)

OR

JACKET NO. _____

BID _____

ADDITIONAL _____ RATE _____

Discounts are offered for payment as follows: _____ percent, _____ calendar days. See Article 9 "Discounts of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

Bidder hereby acknowledges amendment(s) number(ed) _____

In compliance with the above, the undersigned agrees, if this bid is accepted within calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications.

Notice: failure to provide a 60 day bid acceptance period may result in expiration of your bid prior to award.

COMPANY SUBMITTING BID

Company _____

Address _____

City _____, State _____ ZIP _____

GPO Contractor Code (if known) _____

Telephone Number _____

PERSON AUTHORIZED TO BID

Name _____

Title _____

Signature _____

Date _____

Facsimile Number _____

Contracting Officer Review _____
Initials Date

Certifier _____
Initials Date

RETURN THIS FORM IN DUPLICATE

Representations and Certifications

Exception to the certifications may render your bid nonresponsive. Submission of your bid without statement of exception shall constitute certification of the six items.

REPRESENTATIONS.

R-1. Small Business. By submission of a bid, the bidder represents that the bidder is a small business concern, unless the bid contains an affirmative representation that the bidder is not a small business concern.

R-2. Small Disadvantaged Business. By submission of a bid, the bidder represents that the bidder is not a small disadvantaged business concern, unless the bid itself contains an affirmative representation that the bidder is a small disadvantaged business concern.

R-3. Woman-Owned Small Business. By submission of a bid, the bidder represents that the bidder is not a woman-owned small business concern, unless the bid itself contains an affirmative representation that the bidder is a woman-owned small business concern.

CERTIFICATIONS.

C-1. Contingent Against Fees. Submission of a bid without statement of exception shall constitute certification.

(a) The contractor warrants that no person or agency has been employed or retained to solicit or obtain a contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul the contract without liability or, at its discretion, deduct from the contract price or consideration or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency" means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee" means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee" means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence" means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

C-3. Buy American Certification. Except those listed with the bid itself, the bidder certifies with the submission of a bid that each end product is a domestic end product (as defined in article 37 "Buy American Act" of Contract Clauses) and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States. Any exception listed with the bid itself must list both the excluded end products and the country of origin of each.

C-4. Cleans Air and Water. Submission of a bid without statement of exception shall constitute certification.

(Applicable if the bid or offer exceeds \$100,000, or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 7413(C)(1)) or the Federal Water Pollution Control Act (33 U.S.C. 1319(C)) and is listed by EPA, or is not otherwise exempt.)

(a) Any facility to be utilized in the performance of the proposed contract has not been listed on the Environmental Protection Agency List of Violating Facilities.

(b) The Contracting Officer will be promptly notified, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities.

(c) Bidder will include substantially this certification, including this paragraph (c), in every nonexempt subcontract.

C-4. Certification of Independent Price Determination. Submission of a bid without statement of exception shall constitute certification.

(a) The offeror certifies that-

(1) The prices in the offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or with any competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods of factors used to calculate the prices offered.

(2) The prices in the offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(1) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(d) Each signature on the offer is considered to be a certification by the signatory that the signatory-

(1) Is the person in the offeror's organization responsible for the determining the prices being offered in the bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision [insert full name of person(s) in the offeror's organization responsible for determining the prices offered in the bid or proposal, and the title of his or her position in the offeror's organization]; and

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and
(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(a) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

C-5. Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters (Jan. 1999). By submission of a bid-

(a)(1) The offeror certifies, to the best of its knowledge and belief, that-

(i) The offeror and/or any of its principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have not, within a 3-year period preceding this offer, been convicted of or had a civil judgment against them for: commission of fraud or a criminal offense on connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(b) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under the solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the offeror non-responsible.

(c) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(d) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from the solicitation for default.

C-6. Certification of Nonsegregated Facilities. (Jan. 1999). Submission of a bid without statement of exception shall constitute certification.

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By submission of an offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certification from proposed subcontractors for specific time periods) it will-

(1) Obtain identical certificates from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certification in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods);

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATION OF NONSEGREGATED FACILITIES

A CERTIFICATION OF Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

SECTION 4.- SCHEDULE OF PRICES

SUBMISSION OF OFFERS AND EVALUATION: The bid shall be based upon supplying paper that meets or exceeds the minimum percentage of waste paper in accordance with "Government Paper Specification Standards No. 11" dated February 1999. By submission of an offer, bidders are certifying that the paper to be supplied contains at least the minimum percentage specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bidder may bid in one category and no-bid the other category. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is bidding on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Bids for each "Format" shall be for any trim size up to the maximum trim size listed for each of the "Formats", as outlined in Section 2.- Specifications.

Fractional parts of 100 or 1,000 will be prorated at the per 100 or 1,000 rate.

Cost of all required paper must be charged under Item II.

A charge will be allowed for each page, whether printed or blank.

(Initials)

RETURN THIS PAGE IN TRIPLICATE

SCHEDULE OF PRICES

Category 1 – Books and Pamphlets

Format A – Up to and including 8½ x 11 inches including album style.

Format B – Over 8½ x 11 inches up to and including 8½ x 14 inches including album style.

I. COMPOSITION:

(a) Minor composition (typesetting).....per order...\$_____

(b) Major composition (typesetting).....per order...\$_____

II. FILMS: The prices bid must be all inclusive and include the cost of all materials and operations. **NOTE:** The contractor is prohibited from charging for base page negatives from furnished electronic media. Charges for halftones are acceptable regardless of furnished media.

	<u>Format</u>	
	<u>A</u> (1)	<u>B</u> (2)
(a) Trim/Page-size unit produced from camera copy.....per page...\$_____		\$_____
(b) Combination line and halftone.....each halftone...\$_____		\$_____
(c) Square finish halftone (black & white).....per halftone...\$_____		\$_____
(d) Square finish halftone (4-color process).....per set...\$_____		\$_____

NOTE: If more than 1 halftone is on a page, you will be allowed only one set.

III. PROOFS: Charges will be allowed only for revised proofs due to Author Alterations.

(a) Page proofs.....per page...\$_____

(b) Color page proofs.....per page...\$_____

IV. PRINTING AND BINDING: Prices as bid shall include all cost for materials and operations required to print and bind.

	<u>Makeready and/or Setup (Formats)</u>		<u>Running Per 100 Copies (Formats)</u>	
	<u>A</u> (1)	<u>B</u> (2)	<u>A</u> (3)	<u>B</u> (4)
(a) Printing in a single color of ink.....per page...\$_____		\$_____	\$_____	\$_____
(b) Printing in an additional color of ink.....per page...\$_____		\$_____	\$_____	\$_____
(c) Printing in 4 color process.....per page...\$_____		\$_____	\$_____	\$_____

(Initials)

RETURN THIS PAGE IN TRIPLICATE

SCHEDULE OF PRICES

IV. PRINTING AND BINDING (continued):

	Makeready and/or Setup (Formats)		Running Per 100 Copies (Formats)	
	<u>A</u>	<u>B</u>	<u>A</u>	<u>B</u>
	(1)	(2)	(3)	(4)
(d) Copying	per page...	<u>\$XXXXXX</u> <u>\$XXXXXX</u>	\$_____	\$_____
(e) Color Copying.....	per page...	<u>\$XXXXXX</u> <u>\$XXXXXX</u>	\$_____	\$_____
(f) Trim four sides.....			per order...	\$_____
(g) Side stitch or 1ULC.....			per order...	\$_____
(h) Perfect Bind.....			per order...	\$_____
(i) GBC or equal.....			per order...	\$_____
(j) Folding for mailing.....			per order...	\$_____
(k) Score or perforate.....			per 100 sheets...	\$_____

V. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Format A – Up to and including 8½ x 11 inches including album style.

Format B – Over 8½ x 11 inches up to and including 8½ x 14 inches
including album style.

1 leaf = 2 pages

	Per 100 leaves (Formats)	
	<u>A</u> (1)	<u>B</u> (2)
(a) White Index (110 lbs.).....	\$_____	\$_____
(b) Colored Index (110 lbs.).....	\$_____	\$_____
(c) White Laid-Antique Book (65 lbs.)	\$_____	\$_____
(d) Colored Laid-Antique Book (65 lbs.)	\$_____	\$_____
(e) White Vellum-Bristol Cover (67 lbs.)	\$_____	\$_____
(f) Colored Vellum-Bristol Cover (67 lbs.)	\$_____	\$_____
(g) White No. 2 Coated Cover, Gloss Finish (80 lbs.)	\$_____	\$_____

(Initials)

RETURN THIS PAGE IN TRIPLICATE

SCHEDULE OF PRICES

VI. PACKING AND SEALING FOR MAILING: Prices must be all-inclusive, as applicable, and must include the cost of envelopes, shipping bags and/or containers with all necessary wrapping and packing materials, labeling and marking in accordance with these specifications.

(a) Single copy as self mailers.....each...\$_____

(a) Single or Multiple copies in kraft envelope (up to 200 leaves).....per envelope...\$_____

(c) Single or multiple copies over 200 leaves, up to 36 lbs., in cushioned shipping
bags, or wrapped in cushioned shipping bags, shipping bundles or containers
(maximum gross weight 40lbs.....each...\$_____

(Initials)

RETURN THIS PAGE IN TRIPLICATE

Category 2 – Flat Sheet Forms

I. COMPOSITION:

(c) Minor composition (typesetting).....per order...\$_____

(d) Major composition (typesetting).....per order...\$_____

Format A – Up to and including 8½ x 11 inches including album style.

Format B – Over 8½ x 11 inches up to and including 8½ x 14 inches including album style.

Format C – Over 8½ x 14 inches up to and including 22 x 17 inches including album style.

II. PRINTING: Prices as bid shall include all cost for materials and operations required to print the product(s) as listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (Formats)			<u>Running Per 1,000 Copies</u> (Formats)		
	<u>A</u> (1)	<u>B</u> (2)	<u>C</u> (3)	<u>A</u> (4)	<u>B</u> (5)	<u>C</u> (6)
(a) One Side Only (single color)...	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(b) Per page (additional color).....	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____
(c) Both Sides.....	\$_____	\$_____	\$_____	\$_____	\$_____	\$_____

III. Paper: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

	<u>Formats Per 100 Leaves</u>		
	<u>A</u> (1)	<u>B</u> (2)	<u>C</u> (3)
(b) White and Colored Chemical Transfer Bond CB/CF 13 – 15 lb.) or CFB (13 – 17 lb.).....	\$_____	\$_____	\$_____

(Initials)

RETURN THIS PAGE IN TRIPLICATE

SCHEDULE OF PRICES

IV. ADDITIONAL OPERATIONS:

- (a) Scoring and/or perforating.....per 100 leaves...\$_____
- (b) Folding.....per 100 leaves...\$_____
- (c) Padding.....per pad...\$_____
- (d) Collating multiple forms into sets and edge gluing.....per 100 sets...\$_____
- (e) Drilling.....per 100 leaves...\$_____
- NOTE:** 2 runs will be allowed when the center of the holes is closer than 1-3/8 inch.
- (f) Wrapping (shrink film or kraft).....per package...\$_____

V. PACKING AND SEALING FOR MAILING: Prices must be all-inclusive, as applicable, and must include the cost of envelopes, shipping bags and/or containers with all necessary wrapping and packing materials, labeling and marking in accordance with these specifications.

- (a) Single copy as self mailers.....each...\$_____
- (c) Single or Multiple copies in kraft envelope (up to 200 leaves).....per envelope...\$_____
- (c) Single or multiple copies over 200 leaves, up to 36 lbs., in cushioned shipping bags, or wrapped in cushioned shipping bags, shipping bundles or containers (maximum gross weight 40lbs.....each...\$_____

NOTICE: Bidders should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material.....
- a. Number of hours from acceptance of print order to pickup of Government
Furnished Material.....
- b. Number of hours from pickup of Government Furnished Material to delivery
at contractor's plant.....
2. Proposed carrier(s) for delivery of completed product.....
- a. Number of hours from notification to carrier to pickup of completed product.....
- b. Number of hours from pickup of completed product to delivery at destination.....

(Initials)

RETURN THIS PAGE IN TRIPLICATE

SCHEDULE OF PRICES

INSTRUCTIONS FOR BID SUBMISSION: Fill out all pages in "Section 4.- Schedule of Prices," initialing or signing each page in the space(s) provided and submit with the GPO Form 910, "Bid" form.

Note: Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

RETURN THIS PAGE IN TRIPLICATE